

Cooper Township Clerk's Office Duties & Responsibilities

Payroll – Process, Retention, Periodic Destruction

Human Resources – Health Insurance, Pension, HCSP, Workman's Comp, FD Insurance

Human Resources – Distribute, Collect, Report, and Retain all New Employment Documentation

Human Resources – Maintain Employee & Firefighter Files and Rosters

FOIA Coordinator – receive, process, collect documents, and distribute FOIA Requests to Applicants

Payables – Process, Retention, Periodic Destruction

Document, Pay, and File biweekly, monthly, quarterly, and yearly taxes for State, Federal, Unemployment

Budget, Budget Amendments

Laserfiche Administrator

Journal Entries

Assist Auditors

Creation, Publication and Historical Retention of all Street Light Special Assessment Documents Each year

Creation, Publication and Historical Retention of all Solid Waste Special Assessment Documents Each year

Retention of Riverview Sewer Project Rates, Increases, Payments

Creation, Collection, Posting, and Historical Retention of Township Board Agenda and all supporting Packet Items

Creation, Posting, and Historical Retention of Township Board Minutes.

Collection/Creation, and Historical Retention of all Resolutions

Collection/Creation, Publication, and Historical Retention of all Township General & Zoning Ordinances

Posting and Historical Retention of Planning Commission Agendas and Minutes

Posting and Historical Retention of ZBA Agendas and Minutes

Website design, maintenance, and updates

Township sign updates

Grant Coordinator – Documentation and Online Filing and Reporting for HAVA Grants, ARPA Grants, MiGrants, Corona Relief Grant, Center for Tech & Civic Living Grant, Fire Fighter Hazard Pay Grant,

Cemetery Lot Sales, Grave Openings, Headstone Foundations, Mapping, Historical Retention, Expansion, and Oversee Maintenance.

Manage Elections: Hire and train election workers

Mandatory clerk trainings, in person and online with State of Michigan

Maintain, update, load, and test all election DS200s

Maintain, update, load, and test all election Express Votes

Maintain, update, load, and test all election Laptops

Maintain Qualified Voter File (QVF)

Register Voters, Issues Absent Voter Id's, Issue Absent Voter Apps and Ballots

Record & Process Returned Absent Voter Ballots and Store Securely for AVCB

Load/Unload Election Trailers and Set Up/Tear Down Election Precincts & AVCB's

Work 8 hours Sat before election, work minimum of 18 hours on Election Day

Future: Early Voting (9days) – set-up and maintain Early Voting Pct and Election Workers

Future: Work additional Sat (8hrs) and Sunday(8hrs) during Early Voting

Deliver Election Result Documents to County Clerk after Polls Close